

## OGDEN DUNES WATERWORKS - BOARD OF DIRECTORS

August 12, 2013; 6:00 pm

### Directors Attending

(LB) Luke Brennan - President

(TE) Terry Easton - Vice President

(GC) Greg Casimer - Secretary

### Waterworks Staff Attending

(CL) Chuck Litzkow - Acting Waterworks Manager

### Guests Attending

Tom Clouser

Jim Matthys

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The meeting was called to order by LB at 6:00pm.

- 1) July 8, 2013 meeting minutes were reviewed and approved by unanimous consent.
- 2) Status of Waterworks Manager Search
  - a) There are now three applicants who have submitted proper qualifications. The Waterworks will continue accepting applications through August 31.
- 3) Status of Waterworks
  - a) CL proposed adding Mike Teeling to the staff on a temporary basis while CL serves as acting manager. Temporary assistance is needed so that ordinary system maintenance and customer service does not get neglected during the management transition. Mr. Teeling has previously performed various tasks for the Waterworks and is familiar with the system. The Board discussed Mr. Teeling's past experience and concurred with CL's recommendation. Mr. Teeling will be paid pursuant to the published scale for water technician in the Town's salary ordinance.
  - b) CL reported that seasonal valve and hydrant exercising will be performed over the coming months.
  - c) CL discussed with the Board the proper application of the Board's written policy on delinquent accounts and disconnection notices. Various scenarios were discussed and the policy applied to provide guidance to CL.
  - d) iCloud – following up on an issue first raised during the June meeting, CL reported that there would be an increase in the fee charged by the online payment vendor if the Waterworks

wanted to accept higher payments through the online system. The Board discussed whether the need was sufficient to justify the additional cost. The current number of online payers is quite small. However, the online payment system has not been in place for very long. Following discussion, the Board agreed to continue making the online system available with the present limits and reevaluate the need for the service following the end of the year.

- e) Utility location charges – CL reported to the Board that the Waterworks appears to be getting billed for some utility locates beyond the Town’s boundaries. Calls to the various parties providing locate services have not yet resolved the matter. CL will have Mike Teeling take a closer look and report back to the Board.

#### 4) Sanitation Account

- a) CL reported to the Board that he and the Town staff are working on the complete reconciliation of accounts between sanitation and the waterworks. CL was asked to report back to the Board at the September meeting on the time needed to complete the reconciliation process.
- b) LB commented that the goal and policy of the Waterworks is to have transparency regarding the funds collected by the Waterworks on behalf of sanitation.
- c) Following up on the Board’s expressed intent that its manager serve no other role than to collect and transfer sanitation funds, the Board discussed the specific details of moving all other responsibilities to Town personnel.
- d) Mr. Clouser and Mr. Matthys engaged in an open ended discussion with the Board about various aspects of the transition and the appropriate timing for the changes discussed. The Board and the Town seem to share a common view of the end result – leaving the Waterworks with only the tasks of billing and collection of the sanitation fees. The timing of the transition will follow the completion of the reconciliation of accounts currently being undertaken by CL.

#### 5) IURC Small Utility Rate Application

- a) GC presented the Board with a completed petition for an increase in water rates. Building on previous Board discussions of rate increases, GC described the conditions of the Waterworks that supported filing a petition at this time. GC read for all present, the “Case Summary” section of the proposed rate application which provides the basis for seeking a rate increase.
- b) The Board engaged in a detailed discussion of the pros and cons of the rate increase application and the proper procedures for filing and notice.
- c) GC proposed an authorizing resolution for adoption by the Board.
- d) MOTION - (Made by GC) That the Board authorize the Waterworks to file a Small Utility Rate Application with the IURC for the purpose of obtaining an increase in water rates. SECOND - TE. Upon proper motion and second, votes of the Board are as follows: AYE (LB, TE, GC); NAY (none). Motion is passed.

#### 6) Meeting adjourned by unanimous consent at 8:15pm.